

Minutes of Butler Public Library Board Meeting

October 12th, 2021

Minutes not formally approved until next Library Board meeting on November 9th, 2021

17 decorated pumpkins were entered for the Pumpkin Contest. Board members judged the winners in three categories. Winners will be notified. Pumpkins remain on display. Thank you to our judges M. Bates and L. Meyer. Thank you to all the families and individuals who participated.

Meeting was called to order by President C. Benjamin– 06:11 pm

1. Members present:

- 1.1. Jodi Kessel Szpizar (Director), Charlene Benjamin (President), Michael Bates, Karl Debelack, Laura Meyer
- 1.2. Excused: Roger Benjamin, Andy Kristensen,
- 1.3. Guests: Pat Tiarks, Carol Zuba, Bill Benjamin

2. Persons desiring to be heard:

- 2.1. None

3. Communications:

- 3.1. School Communications Outreach Project has been formally closed by the members of the sub-committee. Communications continue, but without the special emphasis brought by the project.
- 3.2. Board members can list emails and phone numbers on the Library website so that the public can contact them if needed for Library business. Also, Charlene asked members to create a short biography introducing themselves to the community. She will follow up with members.
- 3.3. Financial Report: We are still within budget. The 2nd half of funding from Waukesha County has been deposited. Our revenue is on track. Salaries will be under-budget due to Jodi's resignation. Our technical maintenance budget is on track. Purchases planned for 2021 have been completed. There should be no major surprises in terms of invoices.
- 3.4. Jodi and McKenzie have met and created a list of responsibilities for McKenzie to focus on. Jodi has scheduled the staff through the end of the year. Several volunteers have come forward to help fill in staff hours. Financial and staff management duties that McKenzie will not take care of have been split between Michael Bates as Treasurer and Charlene Benjamin as President.

4. Trustee Education:

- 4.1. n/a

5. Consent Agenda:

- 5.1. Consideration of Minutes: September 14, 2021
- 5.2. Current Financial Report
- 5.3. Report of the Director
- 5.4. Circulation and Use Report
- 5.5. Motion by Michael Bates to accept the Consent Agenda, second by Laura Meyer, motion carried unanimously.

6. New Business:

- 6.1. The Board went into closed session to consider Staff Evaluations and approval of an Interim Manager for the Library
 - 6.1.1. Jodi reviewed each staff members annual evaluation results for the Board members.

- 6.2. The Board returned to open session. Motion by Michael Bates, second by Laura Meyer to offer the position of Interim Manager of the Library to current staff member McKenzie Richardson, at an increased hourly rate.
- 6.3. The Board presented Jodi with a Certificate of Appreciation and thanked her for her service to the Library and the citizens of Botler and beyond.

7. **Old Business:**

- 7.1. Motion by Laura Meyer, second by Karl Debelack to amend the Holiday Closure Schedule to close the Library on November 27th (Saturday after Thanksgiving).

8. **Schedule Next Meeting:**

- 8.1. November 9th, 2021 at 6pm

9. **Adjournment:**

- 9.1. Motion to adjourn by Michael Bates, second by Laura Meyer, motion carried unanimously at 7:57 PM.

Submitted by: Andy Kristensen